

EvCC Emergency Management Plan

ANNEX #08 – Evacuation Plans

1. INTRODUCTION

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency.

It is a requirement and expectation that emergency procedures are pre-planned and that planning should have regard to the needs of all occupants. It is therefore essential to identify the needs of disabled people and, where necessary, to make proper arrangements for their assistance in the event of an emergency evacuation. However, no evacuation plan at EvCC will primarily rely upon the intervention of the Fire and Rescue Services.

2. BUILDING EVACUATIONS

- A All building evacuations will occur when an alarm sounds continuously and/or upon notification by Campus Security or another College official.
 - B When a fire is detected, or when notified to evacuate the building, faculty, staff, students and administrators should immediately leave the building by the nearest marked exit and alert others to do the same.
 - C As the building is evacuated, assist those with disabilities to exit the building. The elevators should not be used during a fire or earthquake.
 - D Once outside, proceed to a clear area away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency response vehicles and personnel.
 - E Provide assistance to emergency response personnel and emergency crews as requested and as you are able.
 - F An emergency command post may be set up in the area. Stay away from the command post unless you have official business.
 - G After any evacuation, report to an assembly point designated by the class instructor or college official. Stay there until advised that it is safe to return to the building or that the campus is closed.
 - H Upon notification of a campus-wide evacuation, evacuate the campus as directed by a College official.
 - I Follow all directions as given by Campus Security, Fire Officials, and Law Enforcement Officers.
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EvCC Emergency Management Plan

ANNEX #08 – Evacuation Plans

3. PERSONNEL DUTIES AND RESPONSIBILITIES

- A Employees, Faculty, and Staff are responsible for:
1. Being familiar with and following all emergency evacuation guidelines.
 2. Participating in drills and training as required.
 3. Orienting students with a brief overview of emergency evacuation procedures each academic quarter to assure that:
 - a. They are aware that evacuation is required when an alarm is activated.
 - b. They know where the nearest exits are located.
 4. Informing and assisting visitors unfamiliar with the building procedures as appropriate prior to and during an emergency evacuation.
- B EvCC Campus Incident Response Teams (C-CERT)
1. C-CERT Teams will act as the liaison with the responding emergency services.
 2. In the absence of the C-CERT teams the most senior Floor Supervisor will have decision-making authority.
 3. Faculty is responsible for classrooms, laboratories, and work areas that they are using at the time of an event.

4. GENERAL CONSIDERATIONS – PEOPLE WITH DISABILITIES

- A For the purposes of this guideline, the term “disabilities” Applies to any person who will need assistance during an emergency evacuation of a hazardous area. This includes people with pre-existing challenges, potentially vulnerable people, or who have become incapacitated as a result of a sudden catastrophic event.
- B Everyone should be able to reach a place of relative safety from an affected area within 3 minutes from low risk office and classroom environments. Those with disabilities may need assistance or special arrangements.
- C Where people with special needs use or work in the premises, their needs should, so far as is practicable, be discussed with them. The declaration for special evacuation needs should be encouraged at registration for students and at a final interview stage for staff.
- D In some cases there may be a need to have a written “Personal Emergency Evacuation Plan (PEEP) to assist some people in an emergency situation. This guidance is provided for those managers responsible for ensuring the safety of people with disabilities using the building in the event of a need to evacuate.

EvCC Emergency Management Plan

ANNEX #08 – Evacuation Plans

1. Discuss and agree with the person the assistance or special arrangements that might be necessary. In many cases providing information or making simple arrangements/adjustments for assistance is all that is required.
 2. If necessary, develop a PEEP and provide a copy to EvCC Security. Separate PEEP's may be necessary for each building.
- E Supervisors are responsible for assuring all occupants can leave the building safely. Visitors should be encouraged to identify themselves at the time of arrival if they are likely to require assistance in the event of an emergency.

5. GUIDANCE FOR EVACUATION OF PEOPLE WITH DISABILITIES

A Temporary Refuges

1. A refuge is a place of reasonable safety in which people can rest or wait for evacuation assistance.
2. People with disabilities should not be left alone in a refuge area while waiting for assistance with evacuation from the building.
3. It may not be necessary to evacuate from the refuge if the situation does not pose a risk.
4. Refuge areas should be clearly identified and kept free from obstructions.
5. When possible a refuge is an area that is protected by fire resisting construction and could be a lobby, corridor, part of a public area or stairway, or an open space such as a roof or balcony, or similar place which is sufficiently protected from fire or other hazards.
6. A refuge is the first stage in the evacuation procedure for people needing assistance but it is not the solution. A specific procedure is required to ensure that persons can be evacuated from the refuge under safe and controlled conditions.
7. In some cases, during an emergency, it may be appropriate to liaise with the emergency services before moving a disabled person to a final place of safety.

B Lifts

1. Most lifts cannot be used in an emergency. This is to prevent lifts being called to and opening onto a hazardous environment. The electrical supply to a lift may be disrupted and endanger those within it.
2. Evac-Chairs and other aids can be used to assist disabled people down stairways.

EvCC Emergency Management Plan

ANNEX #08 – Evacuation Plans

C Safe Routes

1. A “PEEP” should contain details of the escape route(s) the disabled person will be expected to use.
2. Ensure that the persons evacuating can operate all locks, doors, and other devices.
3. Disabled people should be able to reach a place of relative safety or a final exit within 3 minutes.

D Rescue Evacuations

1. Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance
2. Always ask someone being assisted how he or she can best be aided or moved, and whether there are any special considerations or items that need to come with the person.

6. EVACUATION PROCEDURES FOR A DISABLED PERSON

A General Procedures:

1. On activation of the emergency alarm stop and collect belongings that may be required in the evacuation.
2. If detailed in the PEEP remain at your workstation or place of study if you require assistance. Once assistance arrives (or if you don't require assistance) make your way to a designated refuge point.
3. Remain at the refuge point until it is safe to evacuate. Where possible use communication at the refuge point to determine if an evacuation is required or it's a false alarm.
4. Stairway evacuations of wheelchair users should be conducted by trained professionals. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. At least four strong assistants will be necessary to carry a person and a manual wheelchair up or down stairs and over obstacles.
5. If the person with a disability is alone at a refuge point he/she should phone emergency services at 9-1-1 with their present location and the area of refuge they are heading. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
6. Rescue personnel, fire, and police will first check all exit corridors and exit stairwells for trapped persons.

EvCC Emergency Management Plan

ANNEX #08 – Evacuation Plans

7. Once evacuated report the person's presence and status to the person in charge of the evacuation.

B Blindness or Visual Impairment

1. Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
2. Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
3. Give other verbal instructions or information (i.e. elevators cannot be used)

C Deafness or Hearing Loss

1. Get the attention of a person with a hearing disability by touch and eye contact.
2. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
3. Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

D Mobility Impairment

1. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out to a safer area.
2. If people with mobility impairments cannot exit, they should move to a safer area.

E People Remaining at Refuge Points

1. Notify police or fire personnel immediately about any people remaining in the building and their locations.
2. Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
3. The Fire Department may determine that it is safe to use the elevator.
4. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or carry technique.